



DEPARTMENT OF HUMAN RESOURCES
SENIOR & DISABLED SERVICES DIVISION
500 Summer Street NE
Salem, Oregon 97310-1015
Phone: (503) 945-5811

AUTHORIZED BY: _____

**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM

SDSD-IM-01-003

Date: January 3, 2001

TO: SDSD District and Unit Managers
Area Agency on Aging Directors

SUBJECT: Criminal History Clearance Rules Training for Authorized Provider Designees

INFORMATION: The Senior & Disabled Services Division has scheduled Criminal History Clearance rules trainings for Authorized Provider Designees of nursing facilities, assisted living facilities, residential care facilities, contract home care agencies, temporary staffing agencies and schools of nursing.

All trainings will be held at the Veteran's Auditorium, 700 Summer St. NE, in Salem, Oregon, from 1:30 - 3:30 pm. Instructors will be Joan Larson and Dan McFarling. Pre-registration is not required. Dates of the trainings are as follows:

Thursday, January 18, 2001
Thursday, March 8, 2001

All approved APDs have been sent the attached flyer. Separate trainings are planned for the Authorized Division Representatives (ADR). An information memorandum will be released shortly with the training dates and locations.

CONTACT PERSONS: Joan Larson (503) 378-2563
Dan McFarling (503) 945-6407

Attachment

Criminal History Clearance Training

Presented by Senior & Disabled Services Division

Thursday, January 18, 2001

Thursday, March 8, 2001

1:30 pm - 3:30pm

Veteran's Auditorium

700 Summer St. NE

Salem, Oregon

Who should attend: New Authorized Provider Designees who did not attend previous trainings.

What will be presented: An overview of the steps involved in processing criminal record checks as required by the Criminal History Clearance Rules of the Senior & Disabled Services Division.

Please note:

- Pre-registration **is not required**.
- There is **no fee** required for this training.
- Participants should read the rules prior to the training.
- Food and/or beverages are not allowed in the Veteran's Auditorium.
- If you require reasonable accommodation, including alternate formats or assistive devices to participate, please contact Shannan Willits at (503) 378-2567 as soon as possible but no later than three business days before the scheduled event.
- **Limited** metered street parking is available.

If you have internet access you can get driving instructions to the training: Go to <http://maps.yahoo.com/py/ddResults.py>

Type in your Starting Address, then the Destination address of 700 Summer St. NE, Salem, OR. Click on Get Directions.